



## Appendix 11

### Sample Contract Monitoring Sheet

<b>DRAFT – SAMPLE CONTRACT MONITORING WORKSHEET To be Included in Contract Monitoring Binder; References to Tabs are to Location in Binder</b>			<b>Division: Information Services Division</b>						
<b>Contractor Type of Contract</b>	<b>Specific Monitoring Activities to Be Performed</b>	<b>Performance Method including information sources to be used</b>	<b>Responsible Individual for Each Monitoring Activity</b>	<b>Monitoring Activity Frequency</b>	<b>Monitoring Activity Documentation Method</b>	<b>Results of Monitoring Activity Communicated to</b>	<b>Results of Monitoring Used to (include follow up requirements)</b>	<b>Communicated to</b>	<b>Use</b>
Acme Consultants, PC; Consulting Services								Board, Investment Committee,	Reallocate funds to
	Review of Consultant's Quarterly Draft Reports for Contract Compliance	Compare Draft Report to Contract requirements	Jane Doe	Quarterly	E-mail report	Betty Jo, IT Div Manager	Routine status reports by Betty Jo, IT Div Manager, to Exec Management; Acceptance or rejection of draft report deliverables as provided in Contract; Review milestone invoices prior to approval for payment; Require redelivery of draft report deliverables; Terminate Consultant for nonperformance; Solicit replacement services		